

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
of the
PORT JEFFERSON FREE LIBRARY
held on **May 23, 2016** 7:00 PM
100 Thompson Street
Port Jefferson, NY 11777

Present

John Grossman	President
Christian Neubert	Vice President
Tracy Stapleton	Secretary
Susan Prechtl-Loper	Financial Officer
Lisa M. Ballou	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Tom Donlon	Interim Director
Valerie Schwarz	Interim Assistant Director
Loretta Henry	Business Manager

I. Call to Order

J. Grossman called the meeting to order at 7:03 PM.

II. Approval of the Agenda

MOTION to accept the Meeting's agenda as presented. (Prechtl-Loper;Siegel)
Unanimously approved.

III. A. Comments from the Public

None present.

B. Comments from the Board

T. Donlon shared information regarding a possible drug deal being captured on the outdoor security cameras.

IV. Approval of Minutes

MOTION to approve the Minutes for the April 18, 2016 Special Meeting and April 25, 2016 Board of Trustees Meeting (Siegel;Ballou) Motion Unanimously approved.

Guest Speaker: Anthony Bliss, Youth Services Librarian gave a brief report on 3-D printing and its future applications for use in Libraries.

V. Financial Reports

A. Business Manager's Report to Treasurer.

B. Comparative Statements of Expenses & Revenue for the month's ending were reviewed.

C. Expenses at a glance for the May meeting were reviewed.

1. MOTION to accept the April 8 (\$48,503.08) April 22, 2016 (\$49,897.71) Payroll Warrants. (Siegel;Rosenthal) Unanimously approved.
2. MOTION to accept the April 8 (\$13,969.99) April 22, 2016 (\$45,535.48) FAO Warrants. (Ballou;Stapleton) Unanimously approved.
3. MOTION to accept the May 23, 2016 Capital Warrant (\$2,132.61). (Stapleton;Siegel) Unanimously approved.
4. MOTION to accept the May 23, 2016 Warrant.(\$51,620.16). (Stapleton;Siegel) Unanimously approved.

VI. Library Reports

A. Director's Report

- We welcome Loretta Henry as our new Business Manager.
- We have submitted our Solar Grant application. Our next project will be our Wall of Honor.
- We need to approve half-time library aide Morgan Brett to be moved to a quarter-time position while she is in school. We also need to approve our quarter-time Library Aide Venus Chavez to be moved to a half-time to position.
- We are working with Senator LaValle to secure a grant to replace our last HVAC unit.
- Our Annual Giving Letter is currently being reviewed and should go out in the mail during mid-June.

MOTION to spend \$16,325 for replacement HVAC equipment contingent on a \$50,000 grant from Senator LaValle. (Ballou;Neubert) Unanimously approved.

B. Personnel

MOTION to accept the Business Manager employment contract for Loretta Henry as signed. (Neubert;Stapleton) Unanimously approved.

MOTION to move Library Aide, Morgan Brett from half-time to quarter-time effective immediately.(Siegel;Prechtl-Loper) Unanimously approved.

MOTION to move Library Aide, Venus Chavez from quarter-time to half-time; same step and salary effective immediately. (Stapleton;Ballou) Unanimously approved.

VII. Unfinished Business

A. Building Committee

We received a preliminary draft regarding E. 205 Main Street property. We are still waiting on our topographical study.

B. Grant Committee

The Ebsco Solar Grant was submitted. Salvatore Filosa has joined the Grant Committee. We are working on a Grant to be used for the Wall of Honor.

C. Fund-raising Committee

The annual giving letter to fund the study porch renovation has been written. We are waiting for our consultants recommendations. The letter should be sent out mid-June.

VIII New Business

A. Library Auditor

MOTION to accept the 2016 Library Audit proposal from Baldassari & Coster LLP at a cost not to exceed \$9,950.00. (Siegel;Ballou) Unanimously Approved.

IX. Comments from the Public

None present.

X. Correspondence and Communications

MOTION to move the meeting into Executive Session at 8:28 PM to discuss personnel issues. (Rosenthal;Siegel) Unanimously approved.

MOTION to move the meeting out of Executive Session at 9:17 PM. (Rosenthal;Siegel) Unanimously approved.

MOTION TO APPROVE the May 23, 2016 Draft Performance Evaluation of the Library Director as the Final Performance Evaluation. (Neubert;Ballou) Unanimously approved.

MOTION to offer Tom Donlon the position of Library Director for the Port Jefferson Free Library under the employment contract dated July 1, 2016. (Neubert;Loper) Unanimously approved.

MOTION to change the title of Valerie Schwarz to Assistant Director maintaining her active contract and current total salary plus 2% percent increase effective July 1, 2016. (Siegel;Rosenthal) Unanimously approved.

XI. Adjournment

MOTION to adjourn the meeting at 9:20 PM. (Neubert; Siegel) Unanimously approved.

Respectfully submitted,

Tracy Stapleton,
Secretary, Board of Trustees

Recorded by Valerie Schwarz